

COMMON NAME: ORGANIZATION CODE

LOGICAL NAME: N/A, TO BE DETERMINED BY THE APPLICATION

PHYSICAL NAME: N/A, TO BE DETERMINED BY THE APPLICATION

DEFINITION: INDICATES THE FORMAL GROUPING OF POSITIONS INTO DESIGNATED UNITS, AND THE ASSIGNMENT OF FUNCTIONS AND RESPONSIBILITIES TO THOSE UNITS. THIS ALSO INCLUDES THE IDENTIFICATION OF SUPERVISORY/SUBORDINATE RELATIONSHIPS AND THE INTERDEPENDENT ACTIVITY BETWEEN UNITS.

DATA TYPE: ALPHANUMERIC

LENGTH: 7

PRECISION: 7

SCALE: N/A

DATA SOURCE: FEDERAL PERSONNEL PAYROLL SYSTEM (FPPS); BLM MANUAL SECTION 1201-ORGANIZATION MANAGEMENT

BUSINESS RULES:

APPLICABLE TO ALL ORGANIZATIONS

1. THE ORGANIZATION CODE MUST BE 7 DIGITS.
2. POSITIONS ONE AND TWO MUST BE ALPHA CHARACTERS AND MUST BE UPPER CASE.
3. POSITIONS 3 THROUGH 7 MUST BE NUMERIC.
4. AT ANY GIVEN ORGANIZATION LAYER, THE REMAINING POSITIONS MUST BE COMPLETED WITH ZEROS.

WASHINGTON OFFICE

1. POSITION 1 AND 2 MUST REPRESENT THE ADMINISTRATIVE OFFICE (I.E. "WO").
2. POSITION 3 MUST REPRESENT THE DIRECTORATE (DIRECTOR OR ASSOCIATE DIRECTOR AND THEIR IMMEDIATE STAFF OR OFFICE).
3. POSITION 4 MUST REPRESENT A GROUP WITHIN THE DIRECTORATE (NUMBERS 1 THROUGH 9) AND POSITIONS 5 THROUGH 7 MUST BE ZEROS.

4. POSITION MUST REPRESENT A BRANCH (NUMBERS 1 THROUGH 9), AND POSITIONS 6 AND 7 MUST BE ZEROS.

EXAMPLES:

WO80000 - ASSISTANT DIRECTOR, BUSINESS & FISCAL RESOURCES

WO83000 - MANAGEMENT SYSTEMS GROUP

WO83200 - BRANCH OF EVALUATIONS

NATIONAL CENTERS

1. POSITIONS 1 AND 2 MUST REPRESENT THE ADMINISTRATIVE CENTER.
2. POSITION 3 MUST REPRESENT THE COMPARABLE WASHINGTON OFFICE DIRECTORATE.
3. POSITION 4 MUST REPRESENT A GROUP (NUMBERS 1 THROUGH 9), AND POSITIONS 5 THROUGH 7 MUST BE ZEROS.
4. POSITION 5 MUST REPRESENT A BRANCH (NUMBERS 1 THROUGH 9), AND POSITIONS 6 AND 7 MUST BE ZEROS.
5. POSITION 6 MUST REPRESENT A SECTION (NUMBERS 1 THROUGH 9), AND POSITION 7 MUST BE ZERO.
6. POSITION 7 MUST REPRESENT A UNIT** (NUMBERS 1 THROUGH 9).

EXAMPLES:

BC80000 - DIRECTOR OF NATIONAL BUSINESS CENTER

BC82000 - TRAVEL GROUP

BC82200 - BRANCH OF CONTRACT PAYMENTS

BC82210 - CONTRACT ACQUISITION SECTION

BC82211 - CONTRACT REVIEW UNIT

STATE OFFICE

1. POSITION 1 AND 2 MUST REPRESENT THE ADMINISTRATIVE STATE.
2. POSITION 3 MUST REPRESENT THE DIRECTOR OR DEPUTY STATE DIRECTOR, AND MUST ALWAYS BE A 9.
3. POSITION 4 MUST REPRESENT A DIVISION (NUMBERS 1 THROUGH 9), AND POSITIONS 5 THROUGH 7 MUST BE ZEROS.
4. POSITION 5 MUST REPRESENT A BRANCH (NUMBERS 1 THROUGH 9), AND POSITIONS 6 AND 7 MUST BE ZEROS.
5. POSITION 6 MUST REPRESENT A SECTION (NUMBERS 1 THROUGH 9), AND POSITION 7 MUST BE ZERO.
6. POSITION 7 MUST REPRESENT A UNIT (NUMBERS 1 THROUGH 9).

EXAMPLES:

MT90000 - OFFICE OF THE STATE DIRECTOR
MT92000 - DIVISION OF RESOURCES
MT92400 - BRANCH OF LAND RESOURCES
MT92450 - APPRAISAL SECTION
MT92458 - LAND EXCHANGE UNIT

*TEAMS AND CREWS ARE ALSO ON THE SAME LEVEL AS UNITS

FIELD OFFICE

1. POSITIONS 1 AND 2 MUST REPRESENT THE ADMINISTRATIVE STATE.
2. POSITIONS 3 AND 4 MUST REPRESENT THE FIELD/DISTRICT OFFICE (NUMBERS 01 THROUGH 89). EXCEPTION: DISTRICT OFFICES WITH SUBORDINATE FIELD OFFICES: FOR DISTRICT, POSITION 3 AND 4 MUST REPRESENT THE DISTRICT OFFICE (NUMBERS 10 THROUGH 80, DIVISIBLE BY 10); FOR FIELD OFFICE, POSITION 3 MUST BE THE SAME NUMBER AS THE DISTRICT OFFICE (NUMBER 1 THROUGH 8), AND POSITION 4 REPRESENTS THE FIELD OFFICE (NUMBERS 1 THROUGH 9). NOTE: IF MORE THAN 8 DISTRICT OFFICES WITH SUBORDINATE FIELD OFFICES EXIST WITHIN AN ADMINISTRATIVE STATE, THE DISTRICT OFFICE CODE MAY BE DIVISIBLE BY 5 (E.G., 10, 15, 20, ETCETERA).
3. POSITION 5 MUST REPRESENT A DIVISION OR FIELD STATION, AND POSITIONS 6 AND 7 MUST BE ZEROS.
4. POSITION 6 MUST REPRESENT A BRANCH, AND POSITION 7 MUST BE ZERO.
5. POSITION 7 MUST REPRESENT A SECTION (NUMBERS 1 THROUGH 9).

EXAMPLE FOR FIELD OFFICE OR DISTRICT OFFICE:

MT06000 - LEWISTOWN FIELD OFFICE
MT06100 - DIVISION OF LAND AND MINERALS
MT06150 - BRANCH OF NON-RENEWABLE RESOURCES
MT06157 - SOLID MINERALS SECTION

EXAMPLE FOR DISTRICT OFFICE WITH FIELD OFFICES:

ID70000 - UPPER SNAKE RIVER DISTRICT OFFICE
ID70100 - DIVISION OF LAND AND MINERALS
ID70120 - BRANCH OF NON-RENEWABLE RESOURCES
ID70123 - SOLID MINERALS SECTION
ID71000 - POCA TELLO FIELD OFFICE
ID72000 - SHOSHONE FIELD OFFICE

MONUMENTS, CONSERVATION AREAS AND STATE CENTERS ARE ALSO ON THE SAME LEVEL AS DIVISIONS AND FIELD STATIONS.

1. DATA STEWARD: WASHINGTON OFFICE MANAGEMENT SYSTEMS GROUP (WO-830) FOR APPROVAL.

DOMAIN VALUES: MAINTAINED IN THE FEDERAL PERSONNEL PAYROLL SYSTEM (FPPS).

2. DATABASE: SYSTEM COORDINATION OFFICE (WO-570D) FOR DATABASE OVERSIGHT AND MANAGEMENT.